# Role Description

## Volunteer Collection Box Coordinator

**Summary of role:**

We are looking for proactive and outgoing people with a good knowledge of their local community to join our team as a Volunteer Collection Box Coordinator.

Collection boxes are a simple way to raise money and awareness for Cerebral Palsy Sport. Our Collection Box Coordinators place and manage the collection boxes in their local communities to help raise vital funds.

**Responsible to:** Fundraiser – Marianne Burchell

**Essential Criteria:**

- ✔ Over the age of 18
- ✔ Access to your own vehicle with a full UK drivers licence

**Skills Required:**

- ✔ Good knowledge of your local community
- ✔ Good communication and influencing skills
- ✔ Reliable and trustworthy
- ✔ Outgoing, proactive and self-motivated
- ✔ Organised, with good numeracy and computer skills (Microsoft Excel and email)
Roles & Responsibilities:

- In the role of Volunteer Collection Box Coordinator you will encourage local businesses to show their support by displaying a collection box
- Building relationships with local business such as pubs, vets, hairdressers and shops
- Placing as many collection boxes as possible in your local community
- Obtaining signed agreements from collection box holders, and ensuring they are aware of procedures
- Recording appropriate information about collection box holders
- Monitoring, collecting, counting, banking and reporting funds raised
- Presenting certificates to collection box holders for ‘milestone’ amounts raised
- Encouraging box holders to promote other Cerebral Palsy Sport initiatives in their area by displaying posters, etc
- Undertaking any recommended training and following set procedures
- Always being a positive and proactive representative of Cerebral Palsy Sport

The commitment we are looking for:

- This fun and flexible role can be carried out at times that suit you. You will probably need to donate an average of 3-4 hours of your time per month to build up and maintain your collection box network.

Our commitment to you:

- Cerebral Palsy Sport believes that volunteers should feel supported throughout their time with the organisation and are committed to ensuring appropriate support structures are in place
- All volunteers will have access to a staff contact to provide support and guidance. The staff contact will offer volunteers the opportunity to discuss their role and any issues or concerns they may have as well as their successes, progress and learning need
- All appropriate materials to support your role
- Your own collector’s authorisation letter
- Continuous support and advice from your staff contact
Benefits to you:
- Satisfaction in supporting Cerebral Palsy Sport raise vital funds enabling more people with cerebral palsy to fulfil their potential through sport
- Developing your knowledge and skills and enhancing your CV
- Representing Cerebral Palsy Sport at the heart of your local community
- Meeting new people

The selection process:
- Simply complete our volunteer registration form and someone will be in touch with more details
- If you are already a registered volunteer please email mburchell@cpsport.org to express an interest

For more information about this opportunity contact:

- Name: Marianne Burchell
- Phone: 0115 925 7027
- Email: mburchell@cpsport.org
- Website: http://www.cpsport.org/support-us/volunteer/volunteering-vacancies/